



DEPARTMENT OF ADMINISTRATIVE SERVICES

STATE OF CONNECTICUT

TO: AGENCY HEADS AND AGENCY PERSONNEL ADMINISTRATORS
DT: August 11, 2006
RE: Supplemental Information Regarding Rehired Retirees

Please review the attached [OLR General Notice 2006-18](#) regarding Reemployed Retirees. This information is extremely important given the potential negative impact on a retiree's pension. It is essential agencies follow this directive when retirees are rehired into any State job in the Executive, Legislative and/or Judicial Branches of State Government.

In addition to the information contained in OLR General Notice 2006-18, all Core-CT transactions involving a retiree will be audited by the DAS Central Audit Unit to ensure all position data, job data and employment data meet the requirements set forth in OLR General Notice 2006-18.

There is one change to the information relayed via OLR General Notice 2006-18: the Employee Class ("Empl Class") description to be used when rehiring a retiree into State service is **1373VR Job Code TmpWkrRet**. We recently requested this change to reduce the risk of data entry errors or mismatched values for these transactions. *This description should only be used for the purpose of rehiring an individual who has retired from State service. Note: the Empl Class code in EPM is "RR".*

Following post-audit, errors will be communicated promptly to the affected agency. Again, this is to ensure the rehired retiree's pension is not jeopardized.

IMPORTANT: Agencies MUST correct all errors within the prescribed timeframes and in accordance with the following instructions:

Executive Branch agencies, State Universities, Community-Technical Colleges, UCONN and UCHC, Judicial Department and Office of Legislative Management involving positions that fall within Bargaining Units negotiated by the Office of Labor Relations:

- Agencies must correct this information by **September 15, 2006**
 1. Position Data must indicate the position is established as a Temporary Worker Retiree position (job code 1373VR). This is the **ONLY** job code to be used for retirees rehired into any position in State service, regardless of branch of government. If the position title is not Temporary Worker Retiree, the agency must establish a Temporary Worker Retiree position by **September 15th**.
 2. The Position End Date is to be set to 12/31/2006 or earlier.
 3. Job Data must reflect the job code **1373VR** and the Employee Class field must be set to **1373VR Job Code TmpWkrRet**.
 4. Employment Data must show an Appointment End Date that is the same as the date in the Position End Date field.

Department of Education, Department of Higher Education, State Universities, Community-Technical Colleges, UCONN and UCHC, Judicial Department and Office of Legislative Management (positions OUTSIDE of bargaining units negotiated by the Office of Labor Relations):

- Agencies must correct this information **effective January 1, 2007**. However, effective immediately, all new appointments must adhere to OLR General Notice No. 2006-18 and this memorandum.
- Effective **December 31, 2006** all current rehired retiree appointments **expire**. To continue the services of a retiree, agencies must establish Temporary Worker Retiree positions effective **January 1, 2007** in accordance with the following instructions:
 1. Position Data must indicate the position is established as a Temporary Worker Retiree position (job code 1373VR). This is the **ONLY** job code to be used for retirees rehired into a position in State service, regardless of branch of government.
 2. The Position End Date is defined as 12/31 of the current year or earlier.
 3. Job Data must reflect the job code **1373VR** and the Employee Class field must be set to **1373VR Job Code TmpWkrRet**.
 4. Employment Data must show an Appointment End Date that is the same as the date in the Position End Date field.

We have created an EPM Query to identify those individuals in each agency whose records must be reviewed. Your DAS HR Liaison will be in contact with you about this. Agencies are urged to use this report to assist with making these corrections; however, be advised this report may not include all retirees to be reviewed. It is the responsibility of the agency to identify and correct all violations of OLR General Notice 2006-18, even if all incorrect data is not reflected in the Public EPM Query.

Questions concerning the establishment of Temporary Worker Retiree positions should be directed to your DAS HR Liaison.

Questions concerning Core-CT transaction codes to implement Job Data and Employment Data corrections should be directed to members of the DAS Central Audit Unit:

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